



DEPARTMENT OF THE NAVY

U.S. FLEET AND INDUSTRIAL SUPPLY CENTER
(YOKOSUKA, JAPAN)
PSC 473 BOX 11
FPO AP 96349-0011

Canc: Oct 03

FISCYNOTE 4200
200

13 MAY 2003

FISC YOKOSUKA NOTICE 4200

Subj: ADVANCE PLANNING FOR PURCHASE/CONTRACT REQUISITIONS CITING EXPIRING FUNDS

Ref: (a) Federal Acquisition Regulation (FAR), Part 7, Subpart 7.1

Encl: (1) Recommended Dates for Receipt of Purchase Requests Requiring Award/Completion in Fiscal Year 2003 for FISC Yokosuka
(2) Recommended Dates for Receipt of Purchase Requests Requiring Award/Completion in Fiscal Year 2003 for FISC Puget Sound
(3) Justification for Sole Source and/or Urgent Purchase (Over \$100,000) (Non-Simplified Acquisition Procedures)
(4) Justification for Sole Source (Simplified Acquisitions \$2,500 to \$100,000)

1. Purpose. Reference (a) mandates acquisition planning to ensure the Government meets its needs in the most effective, economical and timely manner. To that end, this notice establishes recommended dates for receipt of Purchase Requests (PRs) which cite expiring funds and/or need local acquisition completed in FY 2003, including those requiring commencement on 1 October 2003.

2. Information

a. To ensure effective procurement of requirements citing expiring funds, adequate lead time must be available to allow for:

- (1) Screening for mandatory sources and adequacy of purchase request;
- (2) Conducting market research for PRs exceeding \$100,000;
- (3) FAR mandated advertising and/or publicizing of Government acquisition requirements;
- (4) Preparation/issuance of the Request for Quotation (RFQ) or Request for Proposal (RFP) and receipt of the vendors quotes and/or offers;
- (5) Sufficient time for negotiation and execution of orders/contracts; and
- (6) Adequate manufacturing lead time (if applicable).

NOTE: Please keep in mind that "EXPIRING FUNDS" cannot be used to circumvent or waive the FAR mandated advertising/publicizing of Government requirements. The need to obligate annual appropriations is insufficient to justify procurement of supplies and/or services on an URGENT basis.

13 MAY 2003

b. When adequate lead time is not available to accomplish all functions listed above, curtailment of competition, gaps in contractual coverage, delays in delivery, uneconomical prices, or inability to acquire may result. These unacceptable conditions can be avoided through proper advance planning.

c. Initially providing clear and complete specifications in sufficient detail to support a competitive solicitation will ensure no additional time is required to resolve/clarify customer needs.

d. The recommended dates established in enclosure (1) do not apply to properly justified unusual and compelling urgent (FAR 6.302-2) requirements. They will be accepted continuously and will be processed as rapidly as possible.

NOTE: "FAR 6.302-2(b) Unusual and Compelling Urgency

This authority applies in those situations where-

- 1) An unusual and compelling urgency precludes full and open competition; and
- 2) Delay in award of a contract would result in serious injury, financial or other, to the Government."

(1) For any urgent and/or sole source non-Simplified Acquisition Procedures/non-Commercial requirement exceeding \$100,000, it is essential that a Justification for Urgent Purchase (enclosure (3)), with all required signatures, be included with the requisition. This statement must reflect the impact which would result should urgent delivery requirements not be satisfied.

(2) Simplified acquisition efforts over \$2,500 must also include a written statement (enclosure (4)) explaining and supporting sole source. This is a more abbreviated signed statement.

e. For PRs transmitted to FISC Puget Sound. FISC Yokosuka Code 200M, FISC Detachment Okinawa Code 193, or FISC Detachment Sasebo Code 182 should ensure the "fund expiration date" block in the accounting data line is filled-in (generic input only) or that "EXPIRING FUNDS" is annotated in the "more description" section of the document to ensure proper handling. Recommended cut-off dates for processing requisitions through FISC Puget Sound are promulgated in enclosure (2). Stateside procurements which cannot be filled using the GSA schedule are passed to FISC Puget Sound.

13 MAY 2003

3. Action

a. Customers must ensure all requisitions citing expiring FY 2003 funds are clearly identified and submitted in time to arrive prior to the recommended dates indicated. Average acquisition processing times have been included in enclosure (1). Customers are advised to use these times as a general guideline only, since circumstances affecting individual contract actions vary causing Procurement Administrative Lead Time (PALT) averages to differ greatly.

b. Every effort will be made to obligate funds by the 30 September 2003 deadline. In the event that we will not be able to award an order/contract with an expiring funds appropriation, customers will be advised as early as possible to permit other use of the funds. All customer activities are encouraged to contact us as early as practicable in the planning process for any support/information that may be required.

c. To help support advance planning, PRs "without funding" may be submitted for processing. These types of PRs should only be submitted if funds are not presently available but there is a high likelihood that funds will eventually be provided. Customers will be advised when contract award is imminent so that funding can be provided at that time. The requisition must be clearly marked as an EXPIRING FUNDS requirement and that funding will be provided prior to award.



S. P. ABRAMOWICZ, JR.

Distribution:
FISCINST 5215.4U
List 1, A & B
List II, B

13 MAY 2003

RECOMMENDED DATES FOR RECEIPT OF PURCHASE REQUESTS
REQUIRING COMPLETION BY 30 SEPTEMBER 2003

Contracting Action to be performed by FISC Yokosuka

<u>ESTIMATED DOLLAR AMOUNT</u>	<u>TYPE OF ACTION(*1,*2)</u>	<u>AVG PALT(*3)</u>	<u>RECOMMENDED DATE(*4)</u>
--------------------------------	------------------------------	---------------------	-----------------------------

Non-commercial supplies/services from local sources

Up to - 100,000	Contract (Non SAP)	20	3 Sep 2003
100,001 - 500,000	Contract (Non SAP)	80	10 Jul 2003
>500,001	Contract (Non SAP)	120	3 Jun 2003

Commercial supplies/services including IT from local sources

Up to - 25,000	Purchase Order (SAP)	10	10 Sep 2003(*4)
25,001 - 100,000	Purchase Order (SAP)	20	3 Sep 2003
100,001 - 5,000,000	Purchase Order (SAP)	30	20 Aug 2003

Supplies/services excluding IT from CONUS sources

Up to 25,000	Purchase Order	10	5 Sep 2003(*4)
Up to the Maximum Order Limitation of IDTC/GSA Contract	Delivery Order	15	10 Sep 2003

IT requirements from CONUS sources

Up to 25,000	Purchase Order	10	12 Sep 2003(*4)
Up to the Maximum Order Limitation of Umbrella Type IDTC/GSA Contract/ ITEC Direct BPA	Delivery order	15	10 Sep 2003 (*5)

NOTES:

1. The term "contract" involves sealed bid procedures and competitive and sole-source negotiations used in processing all types of contracts. As used herein, the term "contract" also includes modifications to add scope or level of effort to existing contracts or to extend the period of performance of existing contracts.

2. Simplified Acquisition Procedures (SAP) are the FAR Part 13 buying processes used for requirements with estimated dollar amounts under the Simplified Acquisition Threshold (SAT) of <\$100K. These procedures result in shortened acquisition timeframes. They allow shorter advertising time frames (>\$25K), less formal justifications for excepting competition and very simplified pricing justifications. Far Part 13.5 also allows use of SAP for purchases of "commercial items" up to \$5M if the contracting officer expects, based upon market research, offers will include only commercial items.

3. Average PALT is the estimated processing time required to award a purchase order, contract or delivery order. The PALT is calculated from the date of receipt of a "complete" request for acquisition.

FISCYNOTE 4200

13 MAY 2003

4. It is anticipated that a longer procurement lead time will be required to process fiscal year end requirements. It is highly recommended that requirements be submitted to FISC Yokosuka (For Yokosuka area: Code 200 via Code 200M; For Sasebo area: Code 183 via Code 182; For Okinawa area: Code 193) by this date.

5. The date for umbrella type contract delivery orders may be changed subject to NCTAMS LANT's due date to be announced later.

13 MAY 2003

RECOMMENDED DATES FOR RECEIPT OF PURCHASE REQUESTS
REQUIRING COMPLETION BY 30 SEPTEMBER 2003

Contracting Action to be performed by FISC Puget Sound

General Type Supplies and/or Service

<u>Estimated Dollar Amount</u>	<u>Type of Action(*1)</u>	<u>AVG PALT(*2)</u>	<u>Recommended Date(*3)</u>
\$2,500 - 25,000	Purchase Order	15	29 Aug 2003
25,001 - 100,000	Purchase Order	30	31 Jul 2003
100,001 - 1,000,000	Contract (Non SAP)	90	3 Jun 2003
=/>\$1M	Contract (Non SAP)	180	4 Mar 2003
Any \$ amount	Exercise of Option	120(*5)	3 Jun 2003
\$100,000 - 500,000	Delivery Order Contract	60	3 Jun 2003

GSA

<u>Estimated Dollar Amount</u>	<u>Type of Action</u>	<u>AVG PALT(*2)</u>	<u>Recommended Date(*3)</u>
Any \$ Amount	Purchase Order	15	29 Aug 2003

Complex Contracts

<u>Estimated Dollar Amount</u>	<u>Type of Action(*1)</u>	<u>AVG PALT(*2)</u>	<u>Recommended Date(*3)</u>
Any \$ Amount	CPFF, Time and Material Contract	240	1 Feb 2003

Commercial Contracts (If SAP can be used) (*6)

<u>Estimated Dollar Amount</u>	<u>Type of Action(*1)</u>	<u>AVG PLAT(*2)</u>	<u>Recommended Date(*3)</u>
\$2,500 - 25,000	Purchase Order	15	29 Aug 2003
25,001 - 100,000	Purchase Order	30	31 Jul 2003
100,001 - 5,000,000(*5)	Purchase Order	60	1 Aug 2003

NOTES:

1. The term "contract" involves sealed bid procedures and competitive and sole-source negotiations used in processing all types of contracts. As used herein, the term "contract" also includes modifications to add scope or level of effort to existing contracts or to extend the period of performance of existing contracts.

2. Simplified Acquisition Procedures (SAP) are the FAR Part 13 buying processes used for requirements with estimated dollar amounts under the Simplified Acquisition Threshold (SAT) of <\$100K. These procedures result in shortened acquisition timeframes. They allow shorter advertising time frames (>\$25K), less formal justifications for excepting competition and very simplified pricing justifications. Far Part 13.5 also allows use of SAP for purchases of "commercial items" up to \$5M if the contracting officer expects, based upon market research, offers will include only commercial items.

3. Average PALT is the estimated processing time required to award a purchase order, contract or delivery order. The PALT is calculated from the date of receipt of a "complete" request for acquisition.

FISCYNOTE 4200

13 MAY 2003

4. Recommended date for receipt of requisitions citing FY 2003 O&M,N funds or other appropriations expiring 30 Sep 2003 (NAVCOMPT Manual 022201.(9)), or for contracts requiring commencement on 1 Oct 2003.
5. Time required to provide adequate notification to contractor, obtain updated wage determination and process modification.
6. Cannot be used for Delivery Order Type Contracts.